



Financial Summary

as of December 31st, 2021

50% through the Year

BUDGET REPORT

EXPENSES

RATIOS

Enrollment

Revenue	1000 Local	3000 State	4000 Federal	Total Revenue
	\$ 83,296	\$ 1,311,214	\$ 24,312	\$ 1,418,822

Expenses

100 Salaries	\$ 642,172
200 Benefits	\$ 146,112
300 Prof & Technical Services	\$ 76,503
400 Purchased Property Services	\$ 38,996
500 Other Purchase Services	\$ 49,343
600 Supplies and Materials	\$ 109,744
700 Property, Equipment	\$ 104,967
800 Debt Service and Misc	\$ 468,360
Total Expenses	\$ 1,636,197

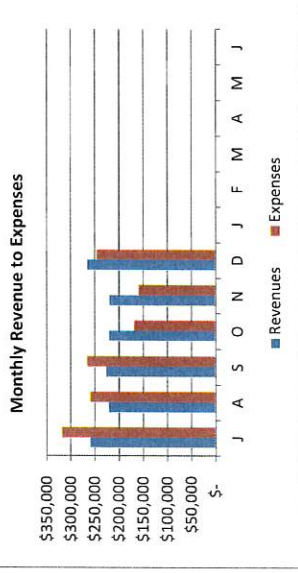
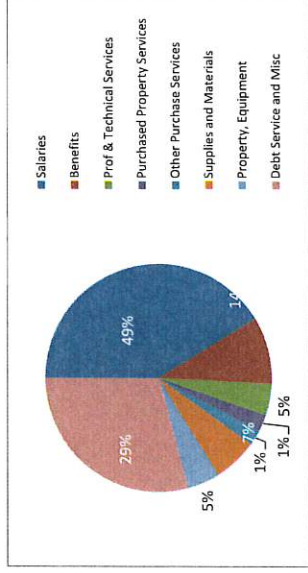
Net Income from Operations

Operating Margin

-15.3%

5.0%

-3.9%

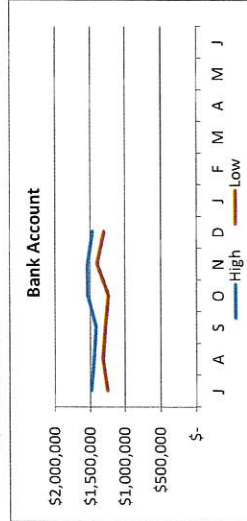


Operating Margin	Forecast	Goal
	-3.9%	5.2%
Debt Service Coverage	0.88	1.20
Days Cash on Hand	123	90
Restricted Days Cash	44	0
Building Payment %	30.0%	< 22%

Cash Reserve	Operating Margin
\$0-\$300,000	6%
\$300,000-\$500,000	5%
\$500,000-and above	4%

CASH

Month Ending Cash Balance	\$ 1,463,792
Days Cash on Hand	167



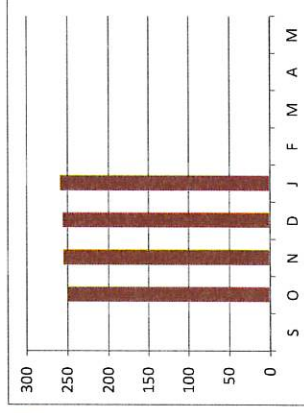
RESERVES

	Actual Ytd	Forecast
Last Year Reserve Balance	\$ (124,969)	\$ (124,969)
Reserves Added this Year	\$ (217,375)	\$ (119,833)
Expenses from Reserves	\$ -	\$ -
Project 1	\$ -	\$ -
Project 2	\$ -	\$ -
New Reserve Balance	\$ (342,344)	\$ (244,802)

ENROLLMENT

	S	O	N	D	J	F	M	A	M
7									
8									
9									
10									
11									
12									
FX									
Total	0	250	255	256	259	0	0	0	0

October 1st Count





Actuals as of: December 31st, 2021

Percentage of Year: 50%

Budget Detail Report

Revenue

	252 Previous Year's Actuals	(250 Students) Current Yr's Actuals	(300 Students) Original FY20 Budget	Amount Changed	250 Forecasted FY21 Budget	% of Forecast
1000 Local						
1410 Transportation Fees	\$ 3,650	\$ 1,925	\$ 4,500	\$ -	\$ 4,500	42.8%
1510 Interest on Investments	\$ 9,100	\$ 3,149	\$ 11,000	\$ (5,952)	\$ 5,048	62.4%
1600 Food Services	\$ 1,300	\$ 238	\$ 15,000	\$ (14,762)	\$ 238	100.0%
1741 Athletics	\$ 19,908	\$ 14,756	\$ 19,908	\$ -	\$ 19,908	74.1%
1742 Registration Fees	\$ 69,522	\$ 24,645	\$ 69,522	\$ -	\$ 69,522	35.4%
1745 Department/Class Fees	\$ 14,220	\$ 11,796	\$ 14,220	\$ 5,780	\$ 20,000	59.0%
1790 Other Student Activities	\$ 5,000	\$ -	\$ 2,709	\$ (2,709)	\$ -	0.0%
1791 Yearbooks/Library Fines/Testing	\$ 5,500	\$ 10,790	\$ 5,000	\$ 5,590	\$ 10,590	101.9%
1920 Donations	\$ 2,000	\$ 582	\$ 3,000	\$ -	\$ 3,000	19.4%
1921 FSO/Fundraising	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
FSO Carryover	\$ 510	\$ -	\$ 510	\$ -	\$ 510	0.0%
1930 Sale of Property	\$ 76,690	\$ 12,600	\$ 590	\$ 12,010	\$ 12,600	100.0%
1990 Miscellaneous	\$ 2,510	\$ 2,815	\$ 1,000	\$ (1,000)	\$ -	0.0%
Total 1000:	\$ 209,910	\$ 83,296	\$ 146,959	\$ (1,043)	\$ 145,916	57.1%
3000 State						
3005 Foreign Exchange Students	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
3010 Regular School Prgm K-12	\$ 1,347,126	\$ 575,388	\$ 1,371,868	\$ (225,854)	\$ 1,146,014	50.2%
3020 Professional Staff	\$ 89,731	\$ 38,143	\$ 106,823	\$ (30,537)	\$ 76,286	50.0%
3100 CTE	\$ -	\$ 42,373	\$ -	\$ 84,745	\$ 84,745	50.0%
3105 Special Education -- Add-On	\$ 323,447	\$ 150,646	\$ 323,447	\$ (22,155)	\$ 301,292	50.0%
3110 Special Education -- Self-Contained	\$ -	\$ 1,111	\$ -	\$ 2,222	\$ 2,222	50.0%
3120 Special Education -- Extended Year	\$ 2,259	\$ 1,130	\$ 2,259	\$ -	\$ 2,259	50.0%
3125 Special Education -- State Program	\$ 4,922	\$ 2,520	\$ 4,922	\$ 119	\$ 5,041	50.0%
3178 SpEd Stipend for Extended	\$ 1,725	\$ -	\$ 1,725	\$ (1,725)	\$ -	0.0%
3230 Class Size Reduction	\$ 17,967	\$ 9,388	\$ 21,389	\$ (2,613)	\$ 18,776	50.0%
3200 Charter School Base Amount	\$ 40,000	\$ 20,000	\$ 40,000	\$ -	\$ 40,000	50.0%
3219 Charter School Local Replacement	\$ 645,624	\$ 347,271	\$ 810,300	\$ (135,050)	\$ 675,250	51.4%
3258 Supp Educ COVID19 Stipend	\$ 41,500	\$ -	\$ -	\$ -	\$ -	0.0%
3332 Advanced Placement	\$ 376	\$ -	\$ 548	\$ (548)	\$ -	0.0%
3333 Concurrent Enrollment	\$ 7,473	\$ -	\$ 5,444	\$ (5,444)	\$ -	0.0%
3336 At-risk - Student Program	\$ 38,134	\$ 19,067	\$ 45,398	\$ (7,264)	\$ 38,134	50.0%
3407 TSSP	\$ 4,059	\$ -	\$ -	\$ -	\$ -	0.0%
3468 Teacher Materials and Supplies	\$ 2,280	\$ 2,066	\$ 2,714	\$ (648)	\$ 2,066	100.0%
3476 Educator Salary Adjustment	\$ 73,503	\$ 36,021	\$ 73,503	\$ (5,109)	\$ 68,394	52.7%
3520 School Land Trust Program	\$ 80,587	\$ 44,197	\$ 41,337	\$ 2,860	\$ 44,197	100.0%
3578 Teacher & Student Success Act Prgm	\$ 65,970	\$ -	\$ 65,970	\$ (5,726)	\$ 60,244	0.0%
3579 Mental Health Grant	\$ 36,881	\$ 10,172	\$ 36,881	\$ (4,217)	\$ 32,664	31.1%
3510 Library Electronics Resources	\$ 471	\$ 227	\$ 560	\$ (144)	\$ 416	54.6%
3810 Drivers Education	\$ 7,592	\$ 4,260	\$ 2,112	\$ 2,148	\$ 4,260	100.0%
3860 General Financial Literacy	\$ 378	\$ -	\$ -	\$ -	\$ -	0.0%
3874 Suicide Prevention	\$ 1,066	\$ 1,000	\$ 1,066	\$ (66)	\$ 1,000	100.0%
3800 Safe UT Super User	\$ 5,864	\$ -	\$ -	\$ -	\$ -	0.0%
3872 Substance Abuse Grant	\$ 4,539	\$ 2,333	\$ -	\$ 2,333	\$ 2,333	100.0%
3870 School Lunch (Liquor Control)	\$ 8,500	\$ 3,901	\$ 13,872	\$ -	\$ 13,872	28.1%
Total 3000:	\$ 2,862,924	\$ 1,311,214	\$ 2,972,139	\$ (352,674)	\$ 2,619,465	50.1%
4000 Federal						
4210 ESSER 10%	\$ 21,194	\$ -	\$ 81,650	\$ (81,650)	\$ -	0.0%
4215 ESSER II	\$ 67,000	\$ -	\$ -	\$ 81,650	\$ 81,650	0.0%
4220 GEERS	\$ 40,210	\$ -	\$ -	\$ -	\$ -	0.0%
4225 ESSER III ARP	\$ -	\$ -	\$ -	\$ 80,700	\$ 80,700	0.0%
4230 CARES WiFi Upgrade	\$ 10,746	\$ -	\$ -	\$ -	\$ -	0.0%
4580 PPE Grant	\$ 5,773	\$ -	\$ -	\$ -	\$ -	0.0%
4581 Coronavirus Relief Grant	\$ 9,980	\$ -	\$ -	\$ -	\$ -	0.0%
4500 Title I	\$ 29,748	\$ -	\$ 29,748	\$ -	\$ 29,748	0.0%
4524 IDEA Part-B	\$ 80,085	\$ -	\$ 69,650	\$ -	\$ 69,650	0.0%
4571 National School Lunch Program	\$ 3,000	\$ 1,606	\$ 2,500	\$ -	\$ 2,500	64.2%
4572 Free & Reduced Reimbursement	\$ 20,000	\$ 18,207	\$ 13,500	\$ 15,000	\$ 28,500	63.9%
4581 Emergency Operating Fund	\$ -	\$ 4,499	\$ -	\$ 4,499	\$ 4,499	100.0%
MTSS	\$ -	\$ -	\$ 6,000	\$ -	\$ 6,000	0.0%
4860 Title IIA	\$ 4,952	\$ -	\$ 4,952	\$ -	\$ 4,952	0.0%
Total 4000:	\$ 292,688	\$ 24,312	\$ 208,000	\$ 100,199	\$ 308,199	7.9%
Total Revenue:	\$ 3,365,521	\$ 1,418,822	\$ 3,327,098	\$ (253,518)	\$ 3,073,580	46.2%

Total of Restricted Funds

Budget Detail Report

	252 Previous Year's Actuals	(250 Students) Current Yr's Actuals	(300 Students) Original FY20 Budget	Amount Changed	250 Forecasted FY21 Budget	% of Forecast
Expenses						
100 Salaries						
121 Administration	\$ 106,681	\$ 61,805	\$ 123,610	\$ -	\$ 123,610	50.0%
121 Counselor	\$ 45,000	\$ 22,950	\$ 45,900	\$ -	\$ 45,900	50.0%
131 Teachers	\$ 624,100	\$ 337,027	\$ 681,464	\$ (4,000)	\$ 677,464	49.7%
131 Concurrent Enrollment/UVU	\$ 5,694	\$ -	\$ 25,000	\$ (25,000)	\$ -	0.0%
132 Substitute Services	\$ 5,500	\$ 4,360	\$ 10,000	\$ -	\$ 10,000	43.6%
133 Special Education Teachers	\$ 143,345	\$ 90,208	\$ 97,406	\$ 96,670	\$ 194,076	46.5%
134 Coaching Stipends	\$ 12,000	\$ 3,500	\$ 20,000	\$ 2,800	\$ 22,800	15.4%
134 Stipends (COVID, GEER, Substance)	\$ 54,943	\$ -	\$ -	\$ -	\$ -	0.0%
152 Secretaries/Library	\$ 52,000	\$ 28,980	\$ 57,960	\$ -	\$ 57,960	50.0%
152 Trackers (Title I)	\$ 15,500	\$ 8,000	\$ 16,000	\$ -	\$ 16,000	50.0%
163 SpED Assistants	\$ 115,000	\$ 35,858	\$ 106,500	\$ (36,500)	\$ 70,000	51.2%
172 Bus Drivers	\$ 7,000	\$ 6,163	\$ 28,512	\$ (13,512)	\$ 15,000	41.1%
182 Facility Manager	\$ 37,600	\$ 20,354	\$ 41,820	\$ -	\$ 41,820	48.7%
192 Food Services Staff	\$ 37,000	\$ 22,967	\$ 37,740	\$ 7,260	\$ 45,000	51.0%
Total 100:	\$ 1,261,363	\$ 642,172	\$ 1,291,912	\$ 27,718	\$ 1,319,630	48.7%
200 Benefits						
210 Retirement	\$ 8,000	\$ 4,006	\$ 12,000	\$ (4,000)	\$ 8,000	50.1%
220 FICA	\$ 96,494	\$ 47,546	\$ 98,831	\$ 3,402	\$ 102,233	46.5%
240 Health Insurance / HSA / Admin fees	\$ 230,000	\$ 90,583	\$ 290,000	\$ (105,000)	\$ 185,000	49.0%
270 Worker's Compensation Fund	\$ 5,000	\$ 3,401	\$ 6,200	\$ (2,799)	\$ 3,401	100.0%
280 Unemployment Insurance	\$ 3,000	\$ 576	\$ 3,000	\$ -	\$ 3,000	19.2%
Total 200:	\$ 342,494	\$ 146,112	\$ 410,031	\$ (108,397)	\$ 301,634	48.4%
300 Prof & Technical Services						
323 Special Education Services	\$ 78,000	\$ 31,559	\$ 50,000	\$ -	\$ 50,000	63.1%
330 Professional Development	\$ 2,000	\$ -	\$ 3,000	\$ -	\$ 3,000	0.0%
340 Legal Fees	\$ 500	\$ -	\$ 500	\$ -	\$ 500	0.0%
350 Business Services	\$ 72,876	\$ 37,164	\$ 74,328	\$ -	\$ 74,328	50.0%
351 Payroll Processing Fee	\$ 2,000	\$ 880	\$ 2,000	\$ -	\$ 2,000	44.0%
352 Audit Fees	\$ 10,875	\$ 6,000	\$ 10,875	\$ -	\$ 10,875	55.2%
355 Technology Services	\$ 1,000	\$ 900	\$ 2,300	\$ -	\$ 2,300	39.1%
Total 300:	\$ 167,251	\$ 76,503	\$ 143,003	\$ -	\$ 143,003	53.5%
400 Purchased Property Services						
411 Water/Sewage	\$ 5,000	\$ 1,541	\$ 5,000	\$ -	\$ 5,000	30.8%
412 Disposal Services	\$ 4,000	\$ 1,564	\$ 4,000	\$ (800)	\$ 3,200	48.9%
420 Cleaning Services	\$ 3,002	\$ -	\$ -	\$ -	\$ -	0.0%
430 Repairs & Maintenance (Building)	\$ 25,000	\$ 17,694	\$ 25,000	\$ -	\$ 25,000	70.8%
430 Repairs & Maintenance (Van)	\$ -	\$ 3,596	\$ 5,000	\$ -	\$ 5,000	71.9%
430 Repairs & Maintenance (Kitchen)	\$ -	\$ 362	\$ -	\$ 362	\$ 362	0.0%
435 Snow Removal/Lawn Care	\$ 32,000	\$ 9,180	\$ 25,000	\$ -	\$ 25,000	36.7%
443 Copy Machine Lease	\$ 13,000	\$ 3,936	\$ 9,000	\$ -	\$ 9,000	43.7%
495 Mat Cleaning	\$ 2,500	\$ 1,123	\$ 1,500	\$ -	\$ 1,500	74.9%
Total 400:	\$ 84,502	\$ 38,996	\$ 74,500	\$ (438)	\$ 74,062	52.7%
500 Other Purchase Services						
520 General Liability/Property Insurance	\$ 30,000	\$ 30,257	\$ 30,000	\$ 500	\$ 30,500	99.2%
530 Telephone/Internet	\$ 5,000	\$ 2,267	\$ 5,000	\$ -	\$ 5,000	45.3%
540 Marketing	\$ 7,000	\$ 261	\$ 4,000	\$ -	\$ 4,000	6.5%
542 Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
545 Fundraising	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
550 Printing and Binding	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
580 Travel/Per Diem	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ 2,000	0.0%
590 After School Activities	\$ 40,000	\$ 16,558	\$ 30,000	\$ -	\$ 30,000	55.2%
Total 500:	\$ 84,000	\$ 49,343	\$ 71,000	\$ 500	\$ 71,500	69.0%

Budget Detail Report

	252 Previous Year's Actuals	(250 Students) Current Yr's Actuals	(300 Students) Original FY20 Budget		250 Forecasted FY21 Budget	% of Forecast
				Amount Changed		
600 Supplies and Materials						
610 Department/Class Supplies	\$ 17,000	\$ 6,808	\$ 15,000	\$ -	\$ 15,000	45.4%
610 SpED Supplies	\$ 22,000	\$ 1,949	\$ 15,000	\$ -	\$ 15,000	13.0%
611 Non-Sport Extracurricular	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
612 Athletics Materials	\$ 16,000	\$ 13,202	\$ 15,000	\$ -	\$ 15,000	88.0%
612 Office Supplies	\$ 13,000	\$ 2,083	\$ 11,000	\$ -	\$ 11,000	18.9%
613 Testing Materials	\$ -	\$ 267	\$ 500	\$ -	\$ 500	0.0%
615 Professional Dev/Teacher Motivation	\$ 2,000	\$ 4,437	\$ 6,000	\$ -	\$ 6,000	74.0%
617 FSO & Fundraising	\$ 510	\$ -	\$ 510	\$ -	\$ 510	0.0%
621 Natural Gas	\$ 10,000	\$ 1,965	\$ 10,000	\$ -	\$ 10,000	19.7%
622 Electricity	\$ 35,000	\$ 11,688	\$ 35,000	\$ (11,624)	\$ 23,376	50.0%
624 Motor Fuel	\$ 3,000	\$ 1,417	\$ 5,000	\$ -	\$ 5,000	28.3%
630 Food Program	\$ 22,000	\$ 17,890	\$ 24,000	\$ -	\$ 24,000	74.5%
641 Textbooks	\$ 69,687	\$ 335	\$ 12,000	\$ -	\$ 12,000	2.8%
644 Library Books	\$ 1,100	\$ -	\$ 1,000	\$ -	\$ 1,000	0.0%
645 Yearbooks	\$ 9,100	\$ -	\$ 5,000	\$ -	\$ 5,000	0.0%
650 Technology Related Supplies	\$ -	\$ 33,702	\$ 36,650	\$ -	\$ 36,650	92.0%
670 Software	\$ 1,500	\$ 13,435	\$ 15,000	\$ -	\$ 15,000	89.6%
680 Maintenance Supplies	\$ 5,000	\$ 566	\$ 7,000	\$ -	\$ 7,000	8.1%
683 Bus Maintenance Supplies	\$ 17,000	\$ -	\$ -	\$ -	\$ -	0.0%
Total 600:	\$ 243,897	\$ 109,744	\$ 213,660	\$ (11,624)	\$ 202,036	54.3%
700 Property, Equipment						
710 Land & Site Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
731 Facility Equipment	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000	0.0%
732 School Buses	\$ 85,285	\$ -	\$ -	\$ -	\$ -	0.0%
732 Van	\$ 4,000	\$ 50,247	\$ 4,000	\$ 46,247	\$ 50,247	100.0%
733 Furniture and Fixtures	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000	0.0%
733 Kitchen Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
734 Tech Hardware	\$ 30,000	\$ 54,647	\$ 20,000	\$ 76,400	\$ 96,400	56.7%
739 Maintenance Equipment	\$ 1,000	\$ 73	\$ 600	\$ -	\$ 600	12.2%
739 Student Transport (Drivers Ed)	\$ 875	\$ -	\$ 900	\$ (900)	\$ -	0.0%
790 Cap Ex Funds	\$ 17,000	\$ -	\$ -	\$ -	\$ -	0.0%
Total 700:	\$ 138,160	\$ 104,967	\$ 27,500	\$ 121,747	\$ 149,247	70.3%
800 Debt Service and Misc						
810 Dues & Fees	\$ 7,000	\$ 5,262	\$ 5,000	\$ 3,000	\$ 8,000	65.8%
831 Bond Interest	\$ 696,400	\$ 348,198	\$ 696,400	\$ -	\$ 696,400	50.0%
841 Bond Principal	\$ 225,000	\$ 112,500	\$ 225,000	\$ -	\$ 225,000	50.0%
846 Bond Fees	\$ 2,900	\$ 2,400	\$ 2,900	\$ -	\$ 2,900	82.8%
890 Contingency	\$ 50,000	\$ -	\$ -	\$ -	\$ -	0.0%
Total 800:	\$ 981,300	\$ 468,360	\$ 929,300	\$ 3,000	\$ 932,300	50.2%
Total Expenses:	\$ 3,302,967	\$ 1,636,197	\$ 3,160,907	\$ 32,506	\$ 3,193,413	51.2%
Net Income:	\$ 62,554	\$ (217,375)	\$ 166,191	\$ (119,833)	\$ 181.4%	-3.90%
				Goal:	4%	\$ 122,943
				Amount to Goal	\$	(242,776)

CODE OF CONDUCT / APPROPRIATE BEHAVIOR POLICY

1. PURPOSE AND PHILOSOPHY

The Rockwell School Board is committed to establishing and maintaining appropriate standards of conduct between staff members and students. These standards of conduct are also known as professional boundaries. Staff members shall maintain professional and appropriate demeanor and relationships with students, both during and outside of school hours, as well as both on and off campus, that foster an effective, non-disruptive and safe learning environment.

2. DEFINITIONS

“Boundary violation” means crossing verbal, physical, emotional, or social lines that staff must maintain in order to ensure structure, security, and predictability in an educational environment.

1. A “boundary violation” may include the following, depending on the circumstances:
 1. isolated, one-on-one interactions with a student out of the line of sight of others;
 2. meeting with a student in rooms with closed doors or covered/blocked windows;
 3. telling risqué jokes to, or in the presence of a student;
 4. employing favoritism to a student;
 5. giving gifts to individual students;
 6. staff member initiated frontal hugging or other uninvited touching;
 7. photographing an individual student for a non-educational purpose or use;
 8. engaging in inappropriate or unprofessional contact outside of educational program activities;
 9. exchanging personal email or phone numbers with a student for a non-educational purpose or use;
 10. interacting privately with a student through social media, computer, or handheld devices; and
 11. discussing an employee’s personal life or personal issues with a student.
2. “Boundary violation” does not include:
 1. offering praise, encouragement, or acknowledgment;
 2. offering rewards available to all who achieve;
 3. asking permission to touch for necessary purposes in a school setting;
 4. giving a pat on the back or a shoulder;
 5. giving a side hug;
 6. giving a handshake, fist bump, or high five;

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2. A staff member may not subject a student to any form of abuse including but not limited to:
 1. physical abuse;
 2. verbal abuse;
 3. sexual abuse; or
 4. mental abuse.
3. A staff member shall not touch a student in a way that makes a reasonably objective student feel uncomfortable.
4. A staff member shall not engage in any sexual conduct toward or sexual relations with a student including but not limited to:
 1. viewing with a student, or allowing a student to view, pornography or any other sexually explicit or inappropriate images or content, whether video, audio, print, text, or other format;
 5. sexual battery; or
 6. sexual assault.
2. Staff member communications with students, whether verbal or electronic, shall be professional and avoid boundary violations.
3. A staff member shall not provide gifts, special favors, or preferential treatment to a student or group of students.
4. A staff member shall not discriminate against a student on the basis of sex, religion, national origin, gender identity, sexual orientation, or any other prohibited class. The use of pronouns will follow USBE guidance.
5. Staff member use of electronic devices and social media to communicate with students must comply with Rockwell Charter High School's policy, be professional, pertain to school activities or classes, and comply with the Family Educational Rights and Privacy Act.
6. A staff member may not use or be under the influence of alcohol or illegal substances during work hours, on school property, or at a school sponsored event. Additionally, a staff member may not use any form of tobacco or electronic cigarettes on school property or at school sponsored activities.
7. A staff member shall cooperate in any investigation concerning allegations of actions, conduct, or communications that if proven, would violate this policy.
8. Rockwell Charter High School recognizes that familial relationships between a staff member and a student may provide for exceptions to certain provisions of this policy.

2. Staff members employed by Rockwell Charter High School's at the time of initial adoption of this policy shall receive training regarding this policy prior to the first day of the school year on which students will be in attendance and shall acknowledge in writing having received training and understanding the policy.

6. VIOLATIONS

1. A staff member found in violation of this policy will be subject to disciplinary action.

REFERENCES

Title 62A, Chapter 4a, Part 4, *Child Abuse or Neglect Reporting Requirements*
Utah Code Section 53E-6-701, *Mandatory Reporting of Physical or Sexual Abuse of Students*
Utah Admin. Code R277-401, *Child Abuse-Neglect Reporting by Education Personnel*
Utah Admin. Code R277-515, *Utah Educator Professional Standards*
Utah Admin. Code R277-322, *LEA Codes of Conduct*
Utah Code Section 63G-7-301, *Waivers of Immunity*
Utah Code Section 76-5-401.1, *Sexual Abuse of a Minor*
Utah Code Section 76-9-702.1, *Sexual Battery*



Instructions for Application for Criminal History Record

Enclosed is an application for Criminal History Record from the State of Utah, Department of Public Safety, Bureau of Criminal Identification. Please complete all of the steps described below. Failure to properly complete one of the steps may cause a delay in processing your application.

1. Fill out the top portion of the application. List all of your previous names including married and maiden names. Be sure to read and sign the application.
2. Take the application to a law enforcement agency such as your city police department or county sheriff's office. Request that they print the four fingers of your right hand on the space provided. Make sure the law enforcement official who takes your fingerprints fills out the portion of the application labeled "OFFICIAL TAKING PRINTS." Valid government-issued photo ID must be provided to the official taking your prints (for example, passport, state ID card, consulate ID card, and driver license.) **"Utah Driving Privilege Cards" WILL NOT be accepted by BCI as valid ID. Driving Privilege Cards state on them that they are not to be used as ID. NOTE:** The fingerprints may be taken at our office, (fingerprint appointment not necessary for criminal history report) Bureau of Criminal Identification, 3888 West 5400 South, Taylorsville, Utah.
3. The application fee is \$15.00. Select a method of payment by making a check mark in the appropriate box. Checks and money orders must be US Currency and be made payable to "Utah Bureau of Criminal Identification." To pay by credit card (Visa, MasterCard, Discover Card or AMEX), please fill out the requested information on the application. Credit card numbers must include: the signature of the cardholder, the three-digit control number located on the back of the card, the expiration date, and the zip code of card billing address; **sorry we cannot accept credit cards outside of the US.** Cash is accepted only when applying in person. **DO NOT SEND CASH IN THE MAIL.**
4. Your report will be mailed to the mailing address indicated on the application form. If the information needs to be sent to a third party, the third party release form must be filled out and submitted along with your application.
5. Mail the application, fee and release form (if applicable) to:

UTAH BUREAU OF CRIMINAL IDENTIFICATION
3888 West 5400 South
Taylorsville, Utah 84129

The report cannot be faxed or sent by e-mail.

If you have questions you may call (801) 965-4445 from 8:00 AM - 5:00 PM Monday-Friday.
Our office is closed weekends and holidays.

You may also visit our website at <http://publicsafety.utah.gov/bci/>

**The Bureau of Criminal Identification does not maintain juvenile offender records.
Requests for such records must be made directly to the Juvenile Court.**

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APPLICATION FOR CRIMINAL HISTORY RECORD

Utah Department of Public Safety • Bureau of Criminal Identification
3888 West 5400 South, Taylorsville, Utah 84129 - Telephone: (801)965-4445

form 98-1-03, Rev 07/2021

WHEN FILLING OUT THIS APPLICATION TYPE OR PRINT IN BLACK INK. Your application will not be processed unless all sections of this form are filled out completely. You will need a valid form of government issued picture ID and \$15.00 fee.

NAME: _____ **DATE OF BIRTH** _____
(Last Name) (First Name) (Middle Name)

PREVIOUSLY USED NAME(S) (Maiden, etc.): _____

MAILING ADDRESS: _____
(Street/Box number) (City) (State) (Zip)

PHYSICAL ADDRESS: _____
(Street) (City) (State) (Zip)

HOME PHONE NUMBER: _____ **DAYTIME PHONE NUMBER:** _____

SOCIAL SECURITY: _____ **DRIVER LICENSE # AND STATE:** _____

PHYSICAL DESCRIPTION: HGT/_____ WGT/_____ EYE COLOR/_____ SEX/_____ RACE/_____

I hereby declare that I am the person listed above and am entitled to my criminal record as provided by Utah Code Ann. § 53-10-108(9)(a). The information contained in this written statement is true and correct to the best of my knowledge and I understand that any false statements I make that I do not believe to be true may subject me to criminal punishment as a class B misdemeanor pursuant to Utah Code Ann. §76-8-504.

Signature of applicant: _____ **Date:** _____

FINGERPRINT INSTRUCTIONS: (OFFICIAL TAKING PRINTS) Confirm identity of applicant with identification that shows photo, signature and date of birth. Confirm ID with the information above, then list the type of government issued ID used and the ID number in the space provided below. Fingerprint the four fingers of the applicant's right hand simultaneously in the box located in the lower right portion of this form.

This Area must be completed by OFFICIAL TAKING PRINTS

Type of identification used: _____
(Utah Driving Privilege Cards are not valid ID and will not be accepted)

Identification number: _____

Name on ID: _____

Fingerprints taken by: _____
(PRINT NAME)

Agency Name: _____

Badge # _____ Date Printed: _____
(If applicable)

BUREAU USE ONLY AFIS Confirmation _____

SID# _____ R&F _____

FINGERPRINTS

METHOD OF PAYMENT (Only to be filled out if application is mailed in. Check appropriate box for payment)

☐ Check, Money Order or Cashier's Check (Payable to "BCI") There will be a \$20.00 service charge for any returned check.

☐ Credit Card (cannot use foreign credit cards) must be ☐ Visa ☐ Master Card ☐ Discover ☐ AMEX

Fill out the information below to pay by credit card.

*3 or 4 digit control # Exp Date MM/YY

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Cardholder signature: _____

Zip Code Associated with Credit Card: _____



THIRD PARTY RELEASE FORM

Utah Department of Public Safety • Bureau of Criminal Identification
3888 West 5400 South, Taylorsville, Utah 84129

WHEN FILLING OUT THIS FORM, TYPE OR PRINT IN BLACK INK. If you wish to have your criminal history record or certificate of eligibility sent to an individual other than yourself, you must indicate the name of the person or agency to whom you would like the document sent and the mailing address.

NAME: _____
(Name of Person to Receive Report)

AGENCY: _____ (if applicable)

MAILING ADDRESS: _____
(Street/Box number) (City) (State) (Zip)

PHONE NUMBER: _____ **EMAIL ADDRESS:** _____

EMAIL IS FOR EXPUNGMENT APPLICATIONS ONLY

I request that the criminal history record or certificate of eligibility for which I applied be released to the individual or agency indicated above at the listed address. I hereby release the Bureau of Criminal Identification from any liability resulting from such release.

Name of applicant (Print): _____

Signature of applicant: _____ **Date:** _____

#1 move ceiling mounted projector cords out from above the drop ceiling and held using wire raceways:

<https://www.homedepot.com/p/Legrand-Wiremold-700-Series-10-ft-Metal-Surface-Raceway-Channel-in-White-700WH/100144606>

Priced at \$11.98 per 10ft piece.

54 pieces as well as:

https://www.homedepot.com/p/Legrand-Wiremold-700-Series-Metal-Surface-Raceway-90-Flat-Elbow-White-BWH6/100194837?MERCH=REC-_pipsem-_100144606-_100194837-_N

Priced at \$4.35 per elbow.

54 elbows

Alternatively:

Add 27 outlets next to the projectors as well as running cables to the new outlets.

#2 will replace whole outlet

https://www.amazon.com/Woodhead-3000-1-Accessory-Standard-Outlets/dp/B00208DE3A?ref_=ast_sto_dp

\$73.08

Need 1

20 amp Breaker in kitchen is not supplying power will need to be replaced

https://www.amazon.com/Cutler-Hammer-BAB1020-Bolt-Breaker-Ch/dp/B00A2BK6YM/ref=pd_sbs_1/140-7666932-6257411?pd_rd_w=G1S1M&pf_rd_p=cd718a0c-f7e0-41b6-9f23-6496d85d1998&pf_rd_r=Y544VENZDAM8SD9AXKWA&pd_rd_r=09cb9050-f088-46c4-a514-63cedf024d04&pd_rd_wg=VTSqt&pd_rd_i=B00A2BK6YM&pssc=1

\$20.99

Need 1

#3 emergency exit signs in gym to be replaced with:

<https://www.homedepot.com/p/LumAware-Brushed-Metal-Aluminum-50-Visibility-5-fc-Rated-Energy-Free-Photoluminescent-UL924-Emergency-Exit-Sign-LED-Compliant-EG-EXIT-M-BA/304065298>

Priced at \$107.49

Need 2

#4 surge protectors can not be chained together in computer lab, replace current surge protectors with:

https://www.amazon.com/AmazonBasics-Heavy-Protector-Mounting-Brackets/dp/B07SG689YS/ref=sr_1_1_ss pa?keywords=16%2Boutlet%2Bsurge%2Bprotector&qid=1638548508&sr=8-1-spons&spLa=ZW5jcnlwdGVkUXVhbGlmaWVyPUEuXUdEWlpXWDEwTVNOJmVuY3J5cHRIZElkPUEuXMDkZ2V0TmFtZT1zcF9hdGYmYWN0aW9uPWNsaWNrUmVkaXJlY3QmZG9Ob3RMb2dDbGljaz10cnVI&th=1

Priced at \$30.99

Will need 3

May also need 2 cord ground covers:

https://www.amazon.com/Cable-Man-6000-G5C-Cord-Protector/dp/B07SK6891P/ref=sr_1_2?keywords=groun d+cord+cover&qid=1638548823&sr=8-2

Priced at \$13.19 each

Part Totals:

Put the ^{Grand} Total / Sub Totals

#1 \$881.82 for the cable raceway, or add a new outlet at the projector price is estimated \$5 per outlet totaling roughly \$135

#2 \$94.07

#3 \$214.98

#4 \$119.35

Labor totals:

#1 completed in house, no additional cost beyond parts. Alternatively pay an electrician to add an outlet to each room estimated total price can range between \$243 to \$945 depending on the company's service cost.

#2 outlet replacement costs between \$9 - \$35 depending on the servicer, the breaker would roughly cost between \$209 - \$249 price may decrease if we purchase the breaker on our own.

Totaling between \$218- \$284

#3 completed in house, no additional cost beyond parts

#4 completed in house, no additional cost beyond parts

List of Parts Needed

54- Elbows

<https://www.homedepot.com/p/Legrand-Wiremold-700-Series-Metal-Surface-Raceway-90-Flat-Elbow-White-BWH6/100194837?MERCH=REC- -pipsem- -100144606- -100194837- -N>

1- Outlet

https://www.amazon.com/Woodhead-3000-1-Accessory-Standard-Outlets/dp/B00208DE3A?ref=ast_sto_dp

1- "20 Amp Breaker"

https://www.amazon.com/Cutler-Hammer-BAB1020-Bolt-Breaker-Ch/dp/B00A2BK6YM/ref=pd_sbs_1/140-7666932-6257411?pd_rd_w=G1S1M&pf_rd_p=cd718a0c-f7e0-41b6-9f23-6496d85d1998&pf_rd_r=Y544VENZDAM8SD9AXKWA&pd_rd_r=09cb9050-f088-46c4-a514-63cedf024d04&pd_rd_wg=VTSqt&pd_rd_i=B00A2BK6YM&psc=1

2- Emergency Exit Sign

<https://www.homedepot.com/p/LumAware-Brushed-Metal-Aluminum-50-Visibility-5-fc-Rated-Energy-Free-Photoluminescent-UL924-Emergency-Exit-Sign-LED-Compliant-EG-EXIT-M-BA/304065298>

3- Surge Protectors

https://www.amazon.com/AmazonBasics-Heavy-Protector-Mounting-Brackets/dp/B07SG689YS/ref=sr_1_1_ss pa?keywords=16%2Boutlet%2Bsurge%2Bprotector&qid=1638548508&sr=8-1-spons&spLa=ZW5jcnlwdGVkUXVhbGlmaWVyPUEuUUdEWlpXWDEwTVNOJmVuY3J5cHRIZElkPUExMDE0Njg2MUZOT1pFVVBBITk5RSZlbmNyeXB0ZWRBZEIkPUExNDY5NDUxSVJB0VU0UjVHWDkmd2lkZ2V0TmFtZT1zcF9hdGYmYWN0aW9uPWNsaWNrUmVkaXJlY3QmZG9Ob3RMb2dDbGljaz10cnVi&th=1

2- Cord Ground Covers

https://www.amazon.com/Cable-Man-6000-G5C-Cord-Protector/dp/B07SK6891P/ref=sr_1_2?keywords=ground+cord+cover&qid=1638548823&sr=8-2